

HOW TO BE PRODUCTIVE USING



THE POMODORO TECHNIQUE

NAMED AFTER THE ITALIAN WORD FOR TOMATO SINCE THE TIMER USED BY THE TECHNIQUE'S CREATOR WAS SHAPED AS A TOMATO

<p>PICK A TASK</p> <p>A list should be planned ahead of time.</p>	<p>SET THE TIMER TO 25 MINUTES</p> <p>Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.</p>	<p>GET TO WORK</p> <p>NO DISTRACTIONS ALLOWED</p>
<p>STOP WHEN TIME IS UP</p> <p>This block of work time is called a POMODORO.</p>	<p>RECORD PROGRESS</p> <p>Make note of anything that could aid future improvement.</p>	<p>TAKE A FIVE MINUTE BREAK</p> <p>GET UP MOVE GET YOUR MIND OFF THE TASK NOURISH YOURSELF</p> <p>Breaks keep you fresh.</p>
<p>GET BACK TO WORK</p> <p>AND REPEAT PREVIOUS STEPS</p>	<p>AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)</p> <p>Squeeze in mindless chores for increased productivity.</p>	<p>CONTINUE LIKEWISE UNTIL CALLING IT A DAY</p> <p>With such focus and flow, time is used more efficiently while reducing mental fatigue.</p>

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